

VIRGINIA DEQ REGISTRATION STATEMENT
VPDES GENERAL PERMIT FOR DOMESTIC SEWAGE DISCHARGES <= 1,000 GPD

Please Type or Print All Information

- 1a. Is this facility a single family dwelling? Yes ☐ No ☐

If "No", describe the facility's use: _____

- 1b. Name of Facility/Residence _____

Address of Facility _____
Street City State Zip

2. Facility owner(s) _____
Last Name First Name M.I.

Last Name First Name M.I.

Address of Owner _____
Street City State Zip

Email address _____

Phone Number(s) _____
Home Work

If the facility is a dwelling, is or will the owner be the occupant of the dwelling? Yes ☐ No ☐

3. Name of water body receiving the discharge _____

Is the discharge point on a stream that usually flows during dry weather? Yes ☐ No ☐

4. Amount of discharge (gallons per day) on a monthly average _____

Design flow of the treatment works (gallons per day) _____

5. Are any pollutants other than domestic sewage to be discharged? Yes ☐ No ☐

If "Yes", please explain _____

6. How will the discharge be disinfected? Chlorination ☐ Ultraviolet Radiation ☐ Other ☐

7. Is there another discharge point covered by a VPDES permit located within 500 feet of the discharge point identified in this Registration Statement? Yes ☐ No ☐

8. If this is a proposed facility, are central sewage facilities available to serve this facility? Yes ☐ No ☐

9. Does this facility currently have a VPDES permit? Yes ☐ No ☐

If "Yes", please provide the VPDES permit number _____

Has the facility been built and begun to discharge? Yes ☐ No ☐

10. Required attachments for the owner of any proposed treatment works or any treatment works that has not previously been issued a VPDES permit:

- a. A 7.5 minute USGS topographic map or equivalent (e.g., a computer generated map) that indicates the discharge point, the location of the property to be served by the treatment works, and the location of any wells, springs, other water bodies, and any residences within ½ mile downstream from the discharge point;
- b. A site diagram of the existing or proposed sewage treatment works; to include the property boundaries, the location of the facility or dwelling to be served, the individual sewage treatment units, the receiving water body, and the discharge line location; and
- c. A copy of the notification from the Virginia Department of Health (VDH) that an onsite sewage disposal system permit has been applied for and that the VDH has determined that there is no onsite system available to serve that parcel of land.

11. For the owner of a treatment works serving an **individual single family dwelling**, has a valid maintenance contract been obtained in accordance with the VDH requirements in 12VAC5-640-500? Yes ☐ No ☐

If "Yes", provide the name of the contract provider _____
and the expiration date of the current contract _____

If "No", has a variance to the maintenance contract requirement has been requested from and granted by the Virginia Department of Health? Yes ☐ No ☐

12. For the owner of a treatment works serving an **individual single family dwelling**, has a monitoring contract been obtained in accordance with the VDH requirements in 12VAC5-640-490 F? Yes ☐ No ☐

If "Yes", provide the name of the contract provider _____
and the expiration date of the current contract _____

If "No", has a waiver of the monitoring contract requirement been requested from and granted by the Virginia Department of Health? Yes ☐ No ☐

OR

Are the monitoring requirements are included as part of the maintenance contract? Yes ☐ No ☐

13. For the owner of a treatment works serving a **non-single family dwelling**, has a valid maintenance contract been obtained? Yes ☐ No ☐

If "Yes", provide the name of the contract provider _____
and the expiration date of the current contract _____

If "No", has an exception to the maintenance contract been requested and granted by the Board/DEQ in accordance with Section 14 below? Yes ☐ No ☐

14. The owner of a treatment works serving a **non-single family dwelling** may request an exception to the maintenance contract requirement by submitting an Operation and Maintenance Plan to the Board/DEQ for review and approval.

Has an Operation and Maintenance Plan been previously approved by the Board/DEQ? Yes ☐ No ☐

If "Yes", provide the date of approval of the Operation and Maintenance Plan _____

Have any changes been made to the Operation and Maintenance Plan? Yes ☐ No ☐

If "Yes", explain the changes _____

15. **Certification:** "I hereby grant to duly authorized agents of the Department of Environmental Quality, upon presentation of credentials, permission to enter the property where the treatment works is located for the purpose of determining compliance with or the suitability of coverage under the General Permit. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signature(s): _____ Date: _____

_____ Date: _____

For Department of Environmental Quality Use Only

Accepted/Not Accepted by: _____ Date: _____

Basin _____ Subbasin _____ Stream Class _____ Section _____

Special Standards _____

REGISTRATION STATEMENT INSTRUCTIONS
VPDES GENERAL PERMIT FOR DOMESTIC SEWAGE DISCHARGES ≤ 1,000 GPD

General

A Registration Statement must be submitted to DEQ by any owner requesting coverage under this general permit for a discharging domestic sewage treatment works with a design flow of less than or equal to 1,000 gallons per day on a monthly average. Contact the nearest DEQ regional office if you have questions about completing or filing this form.

Section 1 Facility Information

Indicate if this facility is a single family dwelling. If it is not, describe the facility's use.
Provide the name and address of the facility/residence.

Section 2 Owner Information

Provide the name(s), mailing address, email address (if available) and telephone number(s) of the owner(s) of the facility.
If the facility is a dwelling, indicate if the owner is or will be the occupant of the facility.

Section 3 Receiving Water Information

Provide the name of the water body that receives the discharge. Indicate if the receiving stream usually flows during dry weather.

Section 4 Discharge Quantity

Provide the monthly average amount of discharge in gallons per day, and the design flow of the treatment works in gallons per day.

Section 5 Other Pollutants

Indicate if any pollutants other than domestic sewage are discharged from this facility. Provide further explanation if applicable.

Section 6 Discharge Disinfection

Indicate if the discharge will be disinfected by chlorination, ultraviolet radiation or other (e.g., ozone gas, etc.)

Section 7 Separation Distance Between Discharges

Indicate if a discharge point from another wastewater treatment facility also authorized under a VPDES permit is located within 500 feet of the discharge from the facility identified in this Registration Statement. A discharge point is generally observed as a pipe, but may include a ditch or channel, through which treated wastewater is discharged from the treatment facility to surface waters.

Section 8 Central Sewage Facilities

If this is a proposed facility, indicate if central sewage facilities are available to serve this facility.

Section 9 VPDES Permit Information

Indicate if this facility is currently covered under a VPDES permit, and if so, provide the permit number. Also indicate if this facility has been built and begun to discharge.

Section 10 Required Attachments For the Owner of Any Proposed Treatment Works or Any Treatment Works That Has Not Previously Been Issued a VPDES Permit

- Item a. A 7.5 minute USGS topographic map or the equivalent (e.g., a computer generated map) that indicates the discharge point, the location of the property to be served by the treatment works, and the location of any wells, springs, other water bodies, and any residences within 1/2 mile downstream from the discharge point. The map should be legible and of sufficient scale to show the required features clearly marked.
- Item b. A site diagram of the existing or proposed sewage treatment works; to include the property boundaries, the location of the facility or dwelling to be served, the individual sewage treatment units, the receiving water body, and the discharge line location. The site diagram should be legible and show the proposed or existing treatment works, and should identify individual treatment units and other required features.
- Item c. A copy of the notification from the Virginia Department of Health (VDH) that an onsite sewage disposal system permit has been applied for, and that the VDH has determined that there is no onsite system available to serve that parcel of land. Contact the respective local health department and obtain the required notification.

Section 11 Maintenance Contract Requirement – Treatment Works Serving Single Family Dwellings

The Virginia Department of Health regulations at 12VAC5-640-500 require maintenance contracts for treatment works serving **individual single family dwellings**. The owner must indicate if a valid maintenance contract has been obtained in accordance with the VDH requirements, or if an variance to the requirement has been requested and granted by the VDH. If a valid maintenance contract has been obtained, provide the name of the individual or company contracted to perform the treatment works maintenance, and the expiration date of the current contract. For proposed treatment works, the owner must submit a copy of a valid maintenance contract to both DEQ and the VDH prior to operation of the treatment works, unless the permittee has been granted a maintenance contract variance by the VDH.

At a minimum, the maintenance contract shall provide for the following:

- (a) Performance of all testing required in both this VPDES permit and in the VDH Alternative Discharging Sewage Treatment Regulations for Individual Single Family Dwellings, 12VAC5-640-490 B, unless the owner maintains a separate monitoring contract in accordance with 12VAC5-640-490 F. Note: The treatment works should be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that facility). The owner or maintenance provider should not force a discharge in order to collect a sample;
- (b) A written notification to the owner within 24 hours whenever the contract provider becomes aware that maintenance or repair of the owner's treatment works is necessary. The owner is responsible for prompt maintenance and repair of the treatment works including all costs associated with the maintenance or repair. Immediately upon receipt of notice that repair or maintenance is required, the owner shall begin emergency pump and haul of all sewage generated in the dwelling if full and complete repairs cannot be accomplished within 48 hours; and
- (c) The maintenance contract shall be valid for a minimum of 24 months of consecutive coverage.

Section 12 Monitoring Contract Requirement - Treatment Works Serving Single Family Dwellings

The Virginia Department of Health regulations at 12VAC5-640-490 F require monitoring contracts for treatment works serving **individual single family dwellings**. The owner must indicate if a valid monitoring contract has been obtained in accordance with

the VDH requirements, or if a waiver from the requirement has been requested and granted by the VDH. If a monitoring contract has been obtained, provide the name of the individual or company contracted to perform the monitoring, and the expiration date of the current contract.

Section 13 Maintenance Contract Requirement – Treatment Works Serving Non-Single Family Dwellings

The owner of a treatment works serving a **non-single family dwelling** must indicate if a valid maintenance contract has been obtained, or if an exception to the maintenance contract requirement has been requested and granted by the Board/DEQ. If a valid maintenance contract has been obtained, provide the name of the individual or company contracted to perform the treatment works maintenance, and the expiration date of the current contract. For proposed treatment works, the owner must submit a copy of a valid maintenance contract to DEQ prior to operation of the treatment works, unless an exception has been requested and granted in accordance with Section 14 below.

At a minimum, the maintenance contract shall provide for the following:

- (a) Performance of all testing required by this VPDES permit, and periodic (at least annual) inspections of the treatment works. Note: The treatment works should be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that facility). The owner or maintenance provider should not force a discharge in order to collect a sample;
- (b) A written notification to the owner within 24 hours whenever the contract provider becomes aware that maintenance or repair of the owner's treatment works is necessary. The owner is responsible for prompt maintenance and repair of the treatment works including all costs associated with the maintenance or repair. Immediately upon receipt of notice that repair or maintenance is required, the owner shall begin emergency pump and haul of all sewage generated from the facility or dwelling if full and complete repairs cannot be accomplished within 48 hours;
- (c) A log of the following items shall be maintained by the contract provider:
 - (1) Results of all tests and sampling. Note: If sampling is attempted, but no sample was taken or possible, the log shall show all sampling attempts, and document and explain why no sample was taken or possible;
 - (2) Alarm activation incidents;
 - (3) Maintenance, corrective, or repair activities performed;
 - (4) Recommended repair or replacement items; and
 - (5) Copies of all reports prepared by the contract provider;
- (d) An inspection shall be conducted by the contract provider within 48 hours after notification by the owner that a problem may be occurring; and
- (e) The maintenance contract shall be valid for a minimum of 24 months of consecutive coverage.

Section 14 Operation and Maintenance Plan – Treatment Works Serving Non-Single Family Dwellings

In lieu of obtaining a maintenance contract per Section 13 above, the owner of a treatment works serving a non-single family dwelling may submit an Operation and Maintenance Plan with the Registration Statement to the Board/DEQ for review and approval. If an Operation and Maintenance Plan has been approved by the Board/DEQ previously and remains current and complete, then it does not need to be resubmitted. In such case, indicate the date of approval. If changes have been made to the previously approved Operation and Maintenance Plan, explain the changes. The Plan must meet all specified requirements. For proposed treatment works, the owner must submit the Operation and Maintenance Plan to and receive an approval from the Board/DEQ prior to operation.

At a minimum, the operation and maintenance plan shall contain the following information:

- (a) An up-to-date operation and maintenance manual for the treatment works;
- (b) A log of all maintenance performed on the treatment works including, but not limited to, the following:
 - (1) The date and amount of disinfection chemicals added to the chlorinator.
 - (2) If dechlorination is used, the date and amount of any dechlorination chemicals that are added.
 - (3) The date and time of equipment failure(s) and the date and time the equipment was restored to service.
 - (4) The date and approximate volume of sludge removed.
- (5) Results of all tests and sampling. Note: If sampling is attempted, but no sample was taken or possible, the log shall show all sampling attempts, and document and explain why no sample was taken or possible;
- (c) Dated receipts for chemicals purchased, equipment purchased, and maintenance performed; and
- (d) An effluent monitoring plan to conform with the requirements of the permit including all sample collection, preservation, and analysis procedures. Note: The treatment works should be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that facility). The owner or maintenance provider should not force a discharge in order to collect a sample.

Section 15 Certification

The certification must bear an original signature in ink; photocopies are not acceptable. State statutes provide for severe penalties for submitting false information on this Registration Statement. Generally, the Registration Statement should be signed by the property owner. State regulations require this Registration Statement to be signed as follows:

- (1) For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:
 - (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
- (3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.